

Town of Orono

PH. 207-866-2556 59 Main St. Orono, Me. 04473

Vital Records Form

-Updated 07/01/2019

Please note that a request may take up to 24 hours to process a request. EDRS requests will be subject to State processing time limits

**Current Fees: \$ 15.00 for the first certified copy and \$6.00 for each additional copy.
\$ 6.00 for non-certified, genealogy or lookup copies of any record.**

Directions: Please complete the application, enclose a check or money order with the supporting documents for verification and a self-addressed, stamped envelope to the address above. Applications which are incomplete or missing documents will not be released. Note: The Office is prohibited from confirming, accepting or releasing vital records, via email, fax or phone.

Name: _____ Telephone: _____ Date: _____

Address: _____ Email: _____

ID Verification: (supply one) _____ DR LIC. / ID # _____ Passport _____ Other Gov't Documents

If the form of ID listed above is unavailable, please send/present two of the following items listed unless you are seeking a record as defined by Maine State Law. *Open records (time limits above) are not subject to this state requirement:

Utility Bill, Bank Statement, Vehicle Registration, Signed Income Tax Return, Social Security Card, DD214, Dept. of Corrections ID Personal Check, Previously issued Vital Record, Rental Agreement, Paycheck Stub, W-2 or SSA Disability Award Letter, Insurance Policy, Mortgage company or bank statement.

YOUR relationship to the person on the record: (check at least one)

_____ Self _____ Parent/guardian _____ Grandparent _____ Child _____ Spouse _____ Sibling _____ Other*
_____ Parent in-law _____ Aunt/uncle _____ Niece/nephew _____ Gov't Agency _____ Funeral Director

*If other is selected, please explain relationship: _____

Name(s) on record: _____ Event Date: _____

If Female, Maiden Name: _____ Groom's/Applicant #1: _____

Searching for a genealogy or direct lineage record to release a vital record may result in additional fees, if the event date or lineage documents are not supplied by applicant at time of application request.

Total # of documents requested: (Please select type to the far right)

_____ Certified Copies \$15 / \$6 _____ Non-Certified \$6
_____ Search Fee \$ 6 TOTAL DUE: _____

_____ Birth Certificate (Closed *75 yrs.)
_____ Marriage Certificate (Closed *50 yrs.)
_____ Death Certificate (Closed *25 yrs.)

For Town Office Staff / Funeral Director use only – do not mark in this area

State ID Case #: _____ EDRS Request _____ First Copy _____ # of Copies _____ Non-Certified

Fee(s) Collected: _____ CK# _____ Cash CC Date Picked Up: _____

Clerk _____ Cert # (s) _____ to _____

If application denied, list reason why: _____

